

ARKANSAS FORESTRY COMMISSION
PERSONNEL FILES POLICY
§ 80

1. The official employee personnel file for all AFC employees is maintained in the Human Resources Office at AFC administrative headquarters. All personnel actions shall be documented and forwarded to the Human Resources Office to include letters of commendation and awards from any source, which recognize any forestry-related accomplishment.
2. All incidental information compiled by a supervisor which is inconclusive preliminary data, is not a part of a personnel file except as defined in paragraph #6.
3. Employees may see the contents of their personnel file upon request and in the presence of a Human Resources Office staff member.
4. Upon written request, a current or former employee may obtain copies of any documents contained in their personnel file.
5. The following is public information and will be verified by the Human Resources Office upon verbal request or provided upon written request from any inquirer: name, job title, grade, salary, and date(s) of employment. Employees will receive written or e-mail notice from the Human Resources Office when an inquiry has been made.
6. Employee job performance evaluation, including preliminary notes and materials, shall be open to public inspection only if (1) upon final administrative resolution of a suspension or termination proceeding where the performance evaluation records form a basis for the decision to suspend or terminate an employee, and (2) if there is a compelling public interest in disclosure.

Each supervisor should be aware that any notes, records, incident files, *et cetera*, that are used as a basis for suspension or termination of an employee could, under defined circumstances above, be open for public inspection. Supervisors' documentation should be dated, deal only with facts, and contain no unrelated information.

7. Other files and records exempt from disclosure under the Freedom of Information Act (see AFC Policy § 120), will only be released by written authorization from a current or former employee. In the event of death, mental or physical incapacitation of the employee, confidential information from the employee's personnel file can be released to a designated representative.
8. Refer all requests for information pertaining to an employee or group of employees to the AFC Human Resources Administrator Manager.
9. AFC managers and supervisors with a need-to-know have access to employee personnel files.

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10. Informal Unit Files: Certain personnel information may be informally compiled and kept in the unit office. Examples are – copies of employment forms, copies of performance evaluations and incident records.
11. Any documents in the informal unit file carry no official status unless they later become part of the official personnel file in AFC Human Resources Office.
12. Unit files become inactive (1) through transfer of an employee and the units file to another AFC unit, (2) when employment is terminated.
13. This revised AFC Policy § 80, Personnel Files, supersedes all earlier versions of the AFC § 80 and interpretive memoranda, which are hereby repealed.